



4 FOOD PACKAGE/FI ISSUANCE
4.37 Reissued and Additional Food Instruments

Effective: 3/1/98

Revised: 8/1/09

Changes in bold

POLICY: WIC and FMNP food instruments (FIs) may be reissued and additional FIs may be issued under certain circumstances. FIs may be reissued if, for example, a package is no longer available, (i.e., WIC lost or stolen), appropriate or useable. Additional FIs are given when a participant needs additional food than originally issued, provided it does not exceed the guaranteed maximum.

PROCEDURE:

A. REASONS ALLOWED FOR REISSUANCE OF WIC AND FMNP FOOD INSTRUMENTS (FI). FIs are reissued through the ROSIE Reissue FI tab. **Use the same first-date-to-use (FDU) as the original FIs.**

1. Food Instrument Not Useable (for both WIC and FMNP)
 - a) The FI is torn, unreadable, or destroyed (i.e., went through the laundry, damaged in printer, burned, dog ate it). The project should see at least part of the damaged FI before reissuing.
 - b) Error made at the time of issuance: the wrong prescription was issued, message unreadable.
 - c) FMNP FI(s) may be reissued only during the FMNP season (through the Last Date to Use October 31).
2. The WIC FI is returned because the prescription is no longer appropriate (e.g., change in formula). This may occur more often with tri-monthly issuance, as three monthly benefits are issued, and a change in status occurs before the three monthly benefits are used.
3. Food instrument(s) from another state should be reissued for an equivalent amount, and tailored according to the next assigned pick-up day.
4. Lost or stolen WIC FIs are reissued per Policy 4.41.
5. Personal or Mass Disaster: See Policy 4.45, WIC Benefits During a Disaster.

B. ADDITIONAL WIC FOOD INSTRUMENTS

Additional WIC FIs are issued through ROSIE, Print FI Tab, by checking the “Allow Additional FIs” box and selecting the appropriate “Additional FI Reason”. Enter the same First Date to Use as was on the original FIs. Do NOT use a different date.



1. A participant redeemed their formula FIs and needs a different formula. The formula cans are returned to the project and FIs are issued for additional formula after the benefit has been changed to the appropriate formula.
2. **A breastfeeding infant over one month old was issued a partial formula package and now requests additional formula. Additional formula may be issued, after CPA assessment.**
3. **During the first month, breastfeeding infants may receive no more than one can of powder formula. Additional formula may be issued on or after the infant turns one month (after CPA assessment). ROSIE will date the FIs with the original FDU, which may be before the infant's one month birthday; however, the formula may not be PHYSICALLY ISSUED until after the one month birthday.**
4. A pregnant woman, who has received her FIs for the month, gives birth and requests the fully breastfeeding foods before going through the breastfeeding certification.
5. A foster child moves to a new family. The previous foster family already redeemed the FIs for the child and did not send the food with the child to the new family. An additional package should be issued.
6. The “Allow Additional FIs” feature is not an option for FMNP FIs.

C. UNALLOWABLE CIRCUMSTANCES

Food instruments may not be reissued in the following circumstances:

1. A participant returns WIC FIs and requests a change in food due to preferences. Make the appropriate change at the next issuance.
2. In-state Transfer. A new WIC ID should be issued, but the WIC and FMNP FIs may not be voided and reissued with FIs from the new project.
3. A participant accidentally uses the wrong month's WIC FIs, and requests that they be reissued.
4. Lost or stolen FMNP FIs are never reissued. The FMNP food instruments are of modest value per family and the participants have their WIC foods available to them.